

09 MAY 1958

MEMORANDUM FOR: CIA CAREER COUNCIL

SUBJECT: Review of Current Policies and Procedures Relating to the Career Staff of the Central Intelligence Agency

1. On 7 April 1958, the CIA Selection Board reviewed the following current policies and procedures relating to the Career Staff of the Central Intelligence Agency.

a. MUTUAL GOOD FAITH AND INTENT

25X1

(1) Discussion: Agency Notice [] dated 15 October 1954, "The Career Staff of the Central Intelligence Agency--Application for Membership," was approved by the CIA Career Council in October 1954, and was subsequently modified in some degree by the Director and signed by him. (See Attachment A) The Selection Board felt that the policy as stated in this Notice is still valid.

(2) Policy: "The whole relationship between an individual member of the Career Staff and the Agency is one of good faith on the part of each--a determination on the part of the individual to serve faithfully and understand the Agency's needs and a determination on the part of the Agency to act objectively and humanely in furthering the careers of its members. All employees who personally desire and intend to make a career with CIA can make application for membership in the Career Staff in good conscience even though personal circumstances or family responsibilities might limit their freedom to serve in some assignments."

(3) Recommendation: The Selection Board recommends that the above statement be incorporated in Regulation [] and that the 25X1 Notice [] be rescinded.

b. PROCESSING APPLICATIONS IN A MORE EXPEDITIOUS MANNER

(1) Discussion: Currently, when an Examining Panel considers that information available to it on a particular case appears to be inconsistent with the recommendation of the Head of the Career Service concerned or might not have been available to him when his original recommendation was made, the Executive Director of the CIA Selection Board forwards the Finding of the Examining Panel to him on an EYES ONLY basis. This enables the Head of the Career Service to reconsider his original recommendation in the light of any new information and

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to modify it, if he so desires. Upon receipt of his reply, the Executive Director forwards the Finding and the comments of the Head of the Career Service directly to the CIA Selection Board without further review by an Examining Panel.

To permit processing of cases in a more expeditious manner, the Selection Board believes that the existing policy should be modified.

(2) Policy: If an Examining Panel considers that information available to it on a particular case appears to be inconsistent with the recommendation of the Head of the Career Service concerned or that it might not have been available to him when his original recommendation was made, the Executive Director of the CIA Selection Board will forward the Finding of the Examining Panel to him on an EYES ONLY basis 30 days in advance of the proposed Selection Board meeting. This will enable the Head of the Career Service to reconsider his original recommendation in the light of any new information and to modify it if he so desires. Upon receipt of his reply, the Executive Director will forward the Finding and the comments of the Head of the Career Service directly to the Selection Board for action. If the Head of the Career Service has not replied within 30 days it will be assumed he is in agreement with the Finding of the Examining Panel and the Finding will be submitted to the CIA Selection Board for action.

(3) Recommendation: That the above policy be approved and incorporated in Regulation

25X1

c. EFFECTIVE DATE OF MEMBERSHIP

(1) Discussion: The Board was of the opinion that effective dates of membership should not include periods during which an individual had been found by the CIA Selection Board to be unsuitable for membership in the Career Staff, i.e., application was deferred or rejected.

(2) Policy: Effective dates of membership in the Career Staff for those individuals whose applications had previously been deferred or denied, will normally be the date on which the Selection Board accepts the individual's application for membership in the Career Staff.

(3) Recommendation: That the above policy be approved and incorporated in Regulation

25X1

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d. BREAK IN SERVICE

(1) Discussion: The members of the Selection Board felt that when a person resigned and was subsequently re-employed by CIA, the intent of that individual to make a career with CIA was open to question. The Board recognized that certain resignations were in the "best interests of CIA" and did not reflect on the intent of the individual concerned.

(2) Policy: An employee who is re-employed by CIA must serve another three-year provisional period before becoming eligible to apply for membership in the Career Staff if his prior resignation was not in the "best interests of CIA." "Best interests of CIA" is defined to include (a) resignation at the instigation of CIA to gain employment elsewhere for cover purposes, education, or for additional experience if the reasons were made a matter of record at the time of resignation; and (b) resignation to accompany spouse to new duty station, if the spouse is an employee of the Agency. Effective dates of membership in such cases will include service under all appointments.

(3) Recommendation: That the above policy be approved and incorporated in Regulation

25X1

2. CAREER STATUS OF WOMEN WHO ACCOMPANY THEIR HUSBANDS ABROAD

a. Discussion: Questions have arisen as to career benefits afforded those women who are married to Agency employees who are assigned to overseas duty. These women had applied and been accepted for membership in the Career Staff in accordance with Notice (discussed in paragraph 1a above.) The Head of the Career Service is responsible for the careers of all personnel under his jurisdiction. It is therefore, the responsibility of the Head of the Career Service of the wife to determine her current and future career status.

b. Policy: At the time the husband is reassigned to an overseas station, the wife will advise the Head of her Career Service of such an assignment. The Head of the Career Service in cooperation with the Director of Personnel will determine whether a suitable position exists at the overseas post to permit the continued staff employment of the wife. If a suitable staff position exists, the wife will retain her staff employee status and her membership in the Career Staff. If a suitable staff position for the wife is not available at the overseas post, she will resign. In this event she may be employed under contract on a full or part time basis.

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If the wife wishes to again become a staff employee upon return to Headquarters, it will be the responsibility of the Director of Personnel to ensure that she is given preferential consideration for any existing vacancy for which she is qualified either in her previous Career Service or in another. Such preferential consideration is afforded as a benefit to those women who are members of the Career Staff and who have had to disrupt their service under the conditions described above.

25X1 c. Recommendation: That the above policy be approved and incorporated in Regulation [REDACTED]

3. ACTION:

It is recommended:

a. That the recommendations stated in paragraphs 1a(3), 1b(3), 1c(3), 1d(3) and 2c be approved by the Council;

b. That Regulation [REDACTED] be revised to incorporate the policies approved by the Council; and 25X1

c. That the revised version of [REDACTED] be processed in accordance with the rules established by the Council at its 34th meeting on 8 November 1956. 25X1

[REDACTED] 25X1
GORDON M. STEWART
Director of Personnel

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